

Message

From: Shea, Valois [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A4217A71307D4429B7BDC7C80EB40C7D-SHEA, VALOIS]
Sent: 2/6/2018 10:54:33 PM
To: Bowling, Linda [Bowling.Linda@epa.gov]
Subject: example briefing paper
Attachments: DFT BriefingPaper 9.19.14.docx; Dewey-Burdock UIC Update for WMA Meeting.docx

Hi Linda,

The Dewey-Burdock briefing documents are all longer than what a good briefing document should be so I am sending you the Superfund briefing document as an example. If you can keep it to one page, that is ideal.

The Purpose and Background sections would be the same for your briefing document. I also included the document I did today for an example of what the bullets could look like. I just realized I didn't include the purpose section on this one, so I will fix that!

Valois

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